



WASHINGTON STATE SENATE COMMITTEE SERVICES SESSION JOB OPPORTUNITIES

*Multiple Positions - Counsel and Research Analyst
for session employment during the 2007 Legislative Session*

The Washington State Senate office of Senate Committee Services is currently recruiting to fill temporary session counsel or research analyst positions for standing committees of the Washington State Senate. Committee assignments may include one or more of the following policy areas: Judiciary, Education, Governmental Operations, or Transportation. Standing committee information is available on our web site at <http://www.leg.wa.gov/senate/scs>.

Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives.

DUTIES AND RESPONSIBILITIES

In supporting committees of the Washington State Senate, counsel and research analysts are required to:

- Conduct legal, policy, and fiscal research and analysis.
- Develop and evaluate policy and budget alternatives for Senators.
- Draft legislation and follow it through the legislative process.
- Analyze legislation and related legislative documents.
- Present legislation and policy issues to committees at public hearings.
- Monitor and evaluate implementation of legislation by state and local government agencies.
- Respond to inquiries on a wide variety of policy and budget issues related to the committee assignment areas.
- Interact extensively with interest groups.
- Provide other non-partisan staff support to Senators.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- A Juris Doctorate and membership (active or inactive) in a state bar association are required for counsel positions.
- An advanced degree in public administration, business administration, or in a field closely related to a specific legislative policy area is highly desirable for research analyst positions.

- Working knowledge of legislative process derived from experience working in a legislative or public policy making organization or setting.
- Demonstrated research, analytical, and organizational skills.
- Candidates must be pro-active, creative, service-oriented, and have excellent analytical, writing, problem solving, and oral presentation skills.
- Proficiency in multiple computer software applications, including word-processing software, presentation applications, and on-line research.
- Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, results oriented, high pressure legislative environment offers.
- Substantive knowledge of issues related to one or more Senate standing committees.

SALARY

Based on experience and education. The salary range for counsel/research analyst is approximately \$4,000 to \$5,200 per month.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Richard Rodger, Director
Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Applications should be submitted as soon as possible; interviewing and selection will begin in November and continue until all positions are filled.

Phone contact: Judy Rus at (360) 786-7417

The Washington State Senate is an Equal Opportunity Employer